Dear Administrator:

To promote customer self-service initiatives, employers now have the option to report P-31 quarterly wage and contribution information via the Indiana State Teachers' Retirement Fund (TRF) website. This service, known as the P-31 Submission, was introduced as a means to streamline reporting processes.

The on-line process validates files upon submission, which eliminates the need for manual intervention and data manipulation. Errors are identified, recorded and sent back to schools in a summary report that is conveniently forwarded by email. Schools then have the opportunity to correct the errors and resubmit the files. Please be advised this process satisfies the standards and security guidelines set forth by the Indiana State Board of Accounts.

Although your school corporation applied for and received the required user ID and password to activate the P-31 Submission option, unfortunately, you have not successfully completed the process.

For your convenience, enclosed are step-by-step instructions for submitting the P-31 via the website. We hope the on-line submission process will prove to be beneficial for you as it has for many Indiana school corporations.

In the fall of 2004, TRF will initiate an on-line payment transfer process to complement the P31 submission option. When more details are available, you will be notified.

If you or your staff have any questions, please contact James Gray at (888) 286-3544 or by email at jgray@trf.state.in.gov.

We welcome the opportunity to address your concerns.

Sincerely,

William E. Christopher
Executive Director

Submit P31's On-Line
Instructions

1. Save the P31 file to your computer hard drive at C:\ . The file name must be the school ID#. For example, if you are submitting P31's for school 0001001, then the file must be saved as 0001001.txt.

2. Open Internet Explorer or Netscape.

3. Type https://www.in.gov/trf/employer/P31/P31form.asp in the 'Address' line. You will be asked to sign on. Use the ID and password supplied to you by James Gray.

4. Select school/unit:
   Click on the down arrow on the screen to select your school ID.

5. Select Quarter End Date:
   Click on the down arrow on the screen to select the quarter end date of the P31 report.

6. Select File Name
   Click on the 'Browse' button. Find your file at C:\school/unit. For example, if your school/unit is 0001001, then the file will be at C:\0001001.txt. Click on the file name. (see step 1)

7. Click on the 'Submit P31' button.

8. You will receive an e-mail. If the P31 file was accepted, no further action on your part is required. If the file was not accepted, there will be a report attached to the e-mail. The report will list the errors that need to be corrected. You must then edit the file and re-submit it, beginning with Step 1.

9. For assistance, call James Gray, TRF, at 317 233-0911, (888) 286-3544.

Pre-Enrollment*
Employers can submit new member enrollment forms on the web. This site requires employers to log in.

SSN/TRF Cross-Reference*
Now employers can look up TRF numbers on-line.   Using a social security number and member last name, the TRF number is cross-referenced. This site requires employers to log in.

Wage and Contribution Submission*
Wage and contribution reports are now being processed electronically. Employers submit a report to the website, then the report is validated and either accepted for posting, or rejected. The employer is e-mailed the status of the submission. If the report is rejected, an error listing is attached to the e-mail, and the employer must correct errors and resubmit the report. This site requires employers to log in.

Workshops
Information, forms and schedules for Employer Workshops are now available on-line.

Announcements
For reference purposes, all announcements, flyers or attachments sent to employers are now archived on the website.

* Denotes a secured site. The information is encrypted before being transmitted. Depending on your pc, one might get a pop-up window asking to accept a certificate for the browser. To proceed, click 'yes'.

March 2003